NOTES FROM THE DIRECTOR

DIRECTOR POSITION
I wanted to let all of you know of my resignation as Director. I will be moving up to the Minneapolis area this summer to be closer to my daughter. The position is posted on Wisconsin jobs if any of you are interested in applying. It has been a pleasure working with all of you over the years. Thank you for your support of me and the OSA team.

ACCESS for ELLs Data
On Monday, DRC inadvertently allowed districts to download data from other districts for both ACCESS for ELLs and Alternate ACCESS for ELLs. If you logged into the WIDA AMS on **Monday April 11th** and downloaded any files, please delete all copies of these data files immediately and re-download them. This is very important to deal with as soon as possible.

PERSONALLY IDENTIFIABLE INFORMATION (PII)
Please restrict the use of personally identifiable information (PII) about students sent via email. For example, you may send a student's name OR a student's WSN via email, but NEVER send both together. In the rare circumstance where you need to share additional student PII with DPI staff, you may send an email request, and we can arrange to have you transfer the information through a secure file transfer. Please see the DLM "Data Lockdown Updates" section below for specific information regarding roster/demographic changes via secure file transfer. There are different processes which must be followed for DLM.

ACCOUNTABILITY UPDATE
Our colleagues in OEA are busy planning the release of 2015-16 accountability report cards. As before, we plan to release secure report cards to districts prior to the public release, which is required by statute to be in September. All timelines and dates are dependent on the timely receipt of all necessary data from our test vendors. The shift to spring testing greatly shortens the timeline for the transfer of data, conducting quality assurance checks on the data, and producing the report card calculations. Because we use multiple years of data, the 2015-16 report cards will include Forward, Badger, WKCE, ACT plus Writing, DLM, and WAA-SwD test participation and performance data. More details are provided in the "10 Things You Need to Know About 2015-16 Accountability" that is posted on the OEA District and School Report Card webpage.

AMAO REPORTS
We've reported in prior DAC Digests that federal requirements for Annual Measurable Achievement Objectives (AMAOs) for English language learners were eliminated with the passage of the Every Student Succeeds Act (ESSA), the reauthorization of the Elementary and Secondary Education Act (ESEA). We have received requests from the field to continue to provide AMAO reports for contextual information. To that end, the Office of Educational Accountability will provide 2014-15 AMAO reports *for informational purposes only.* There are no accountability requirements associated with these reports.

Reports will be available in the Secure Access File Exchange (SAFE) on Tuesday, April 19th. Next week's DAC Digest will confirm their availability.

If you have any questions about your AMAO reports, please contact OEA at oeamail@dpi.wi.gov.

TEA with TROY

The April Tea with Troy webinar is scheduled for next Wednesday, April 20 at 3:00. We'll address some just-in-time updates, and answer your questions regarding our spring testing windows. Access information for the live GlobalMeet webinar is as follows:

- From your computer, go to the GlobalMeet login page.
- Choose "Enter as a guest."
- Enter your name and email address (you do NOT need to "Register").
- Click "JOIN MEETING."
- Connect audio. The preferred option is to "Call My Phone." (A supplemental calendar invite containing a one-page audio connection reference guide will be emailed today as well)

If you are not able to join us, the recorded webinar will be available on our website within about a week.

~Troy
Troy Couillard, Director - Office of Student Assessment

WISCONSIN STATEWIDE ASSESSMENT SYSTEM UPDATE

FORWARD EXAM

- *NEW -* **Forward Testing status updates!**
  - We are mid-way through week three of the testing window for the Forward Exam. As of this morning, approximately 500,000 test sessions have been completed throughout the state, and more than half of our school districts are currently testing.

- *NEW -* **Unlocking vs. Regenerating Test Tickets**
  - **Unlocking:** Unlocking allows an eDIRECT user to re-open a test session for a student who accidentally ends their test before completing the session. The student is able to log in to the session using the same test ticket.
  - **Regenerating:** If a student should have an online accommodation (such as TTS) and starts the test *without* the accommodation assigned in eDIRECT, the accommodation will need to be assigned and the test will need to be regenerated. Regenerating deletes all previous responses and will assign a new password. If a student starts a test and discovers the accommodation is missing, the proctor should direct the student to END the test (NOT pause and exit).
  - **Important:** A DAC can unlock/regenerate test tickets if the following conditions are met:
    1. The number of items the student attempted is **two or less**.
    2. The duration of the test is **two minutes or less**.
    If these conditions are not met, the DAC should contact DPI for unlocking/regeneration guidance.

- *REMINDER -* **Student Transfers and Not Tested Codes**
  - We understand that the student transfer process for multiple students can be lengthy and time consuming. If you have multiple students transferring out of your districts, please use the District Transfer Worksheet available on the Forward Exam Resources webpage to help expedite the process. Please be sure to add all student information for students to be transferred before contacting DRC.

- ○ If a transferring student has moved out of the state and/or is now being homeschooled, they must be assigned the "No Longer Enrolled in WI Public School" code **for each subject area** within eDIRECT. Students who are no longer enrolled will not be included in reporting and accountability determinations.

- ● *REMINDER -* **TSMs**
  - ○ All TSMs need to have the "Download TTS" and "Download VSL" check boxes checked on the TSM Management page. This step is required in preparation for any student testing that includes Text to Speech (TTS) or Video Sign Language (VSL) accommodations or supports.

- ● *REMINDER -* **Printing Test Tickets**
  - ○ There are several ways to print test tickets. Please refer to the Printing Test Tickets in eDirect document on the Forward Exam Resources page for step-by-step information.

- ● *REMINDER -* **Standard Setting and Item Review This Summer!**
  - ○ This summer, DPI and DRC will be holding Standard Setting and New Item Review (including Bias/Sensitivity) meetings for the Forward Exam, and Wisconsin educators will have the opportunity to participate. For all meetings, we will be recruiting 5-6 individuals in each of the areas and grade levels listed. An application is now available on our Educator Involvement webpage. Please pass this information along to staff who may be interested in participating in these meetings. All applications should be submitted to osamail@dpi.wi.gov **no later than May 20.**

STANDARD SETTING				ITEM REVIEW			
Committee	**Grade Span**	**Meeting Dates**	**Meeting Duration**	**Committee**	**Grade Span**	**Meeting Dates**	**Meeting Duration**
All Subjects: ELA, Math, Science, SS	All grades: 3-8, 10	June 14-17	4 days	ELA	3-4, 5-6, 7-8	Aug. 22 - 25	4 days
				Mathematics	3-4, 5-6, 7-8	Aug. 22 - 24	3 days
				Science	4, 8	Aug. 22 - 24	3 days
				Social Studies	4, 8, 10	Aug. 22	1 day

ACT HIGH SCHOOL ASSESSMENTS

ACT & WorkKeys

- ● *REMINDER -* **Reporting for ACT**
  - ○ Students will receive a printed ACT Student Report approximately 3-8 weeks after testing, mailed to their home address.
  - ○ During the same 3-8 week time frame, schools will receive a shipment of:
    - ■ ACT High School Check List Report (a list of examinees included in the school's shipment),
    - ■ ACT High School Reports (student level score data), and
    - ■ ACT Student Score Labels (for placement on permanent records).
  - ○ The ACT Profile Reports and ACT State-Allowed Score Notification Letters (if applicable) will be printed and sent via FedEx by 7/11/16 to the attention of the Test Coordinator.
  - ○ Data CDs will be sent to the districts via FedEx by 7/11/16 to the attention of the DAC.

- *REMINDER -* **Reporting for WorkKeys**
  - Printed paper reports of the ACT WorkKeys Memo to Examinee and ACT WorkKeys Summary for Examinees containing Level and Scale scores will be shipped to schools (for distribution to examinees) no later than April 22, 2016.
  - Schools will receive the ACT WorkKeys Examinee Roster report in paper format containing Level and Scale scores by April 22, 2016.
  - DPI staff will work towards making the WorkKeys data available online and to produce NCRC certificates. The NCRCs will be distributed electronically to schools.

ACT Aspire

- The Aspire test window opens for 9th and 10th graders in just two weeks (**April 25 - May 27**).

- **Test Times (in minutes) for ACT Aspire Grades 9 & 10**
  - Below are the test times for Wisconsin ASPIRE testing. The general AVOCET webpage and the generic ASPIRE trainings may contain information that **does not apply or may be incorrect** with regard to our Wisconsin ASPIRE testing.

English	Math	Reading	Science	Writing
40	65	60	55	30

- **Test Sessions**
  - In order to test your students, you **must** set up test sessions for them. According to a dashboard review within the ACT Aspire portal as of this morning, it appears that test sessions have been set up for only about half of the students. **You will not be able to test your students if you haven't set up the test sessions in the ACT Aspire Portal. Students who need accommodations must have a completed Personal Needs Profile (PNP) in the Portal before** being placed in an online test session.
  - The Test Coordinator Manual - Test Session Setup (CBT) on the Avocet webpage includes information on setting up test sessions. Information on how to set up test sessions is also available via the following self-paced training videos within the Training Management System (TMS).
    - Creating, Editing, and Viewing Test Sessions (15 minutes)
    - Adding and Removing Students from Test Sessions (5 minutes)
    - Copying Test Sessions (6 minutes)

- **Technology**
  - By this time, you should have a Tech Coordinator in the ACT Aspire Portal who has:
    - Set up the **proctor caching**
      - Proctor Cache is the software that works with the test engine (TestNav) to reduce the overall bandwidth requirement for the ACT Aspire assessment and improves the online testing experience for the students.
    - **Assessed the readiness** of your student testing workstations and your organization's connectivity using the System Check for TestNav tool
      - System Check is a web-based tool that allows technical administrators to perform a few simple tests to verify readiness for computer-based testing.

- - **Remembered to purge the proctor cache content from your last ACT Aspire administration and load the new content for this administration**.
    - Instructions can be found starting on page 18 in the Technical Readiness Manual. If these tasks have not been done, please do so asap.
  - **Installed the TestNav App on each machine to be used for testing, by clicking the appropriate link on the <u>ACT Aspire Landing Page Technology Set-Up</u> page.**
    - A training module called TestNav8 Overview is available <u>HERE</u>.
    - A Technology Coordinator checklist is included in the Technology coordinator manual.

- *REMINDER* - **Student Transfers:** Schools should use the Student Transfer process in the ASPIRE portal for students who transfer between two schools.
  - The new school should request to transfer students from the old school. The ASPIRE portal administrator from the student's old school should review and approve the transfer.
  - Detailed information on the Student Transfer process in the ASPIRE portal is included on pages 40 - 41 of the ASPIRE Portal User Guide (available on the <u>Wisconsin ASPIRE AVOCET webpage.</u>)
  - **Portal administrators must select the student tab on the top navigation bar in the ASPIRE portal, then select the student request queue, and approve/reject the requests that are pending asap. This step must be completed so as to allow new schools to establish the test sessions for these students.**

- *REMINDER* - **ASPIRE Manuals and Resources**
  - Please make sure to access the manuals and resources from the Wisconsin specific AVOCET webpage http://avocet.pearson.com/WisconsinACTAspire/Home and not the general AVOCET web page. The general AVOCET web page may contain information that may not apply or may be incorrect with regards to the Wisconsin ASPIRE testing.

- *REMINDER* - **Upcoming Spring 2016 timelines*:** Note pertinent dates in Calendar table below, as well as the <u>ACT Aspire Spring Checklist of Dates</u> for a complete list of Aspire dates.

ACCESS for ELLs

- *NEW -* To download your district's data file, log into the WIDA AMS and choose Student Score Reports > Test Results. Under 'Report', choose Student Response File. This is a fixed-width-column text file. The description of the columns and widths can be found under General Information/Training Materials > Memos/Documents "State Student Response File Layout - ACCESS for ELLs 2.0".

- *REMINDER -* WIDA's regularly scheduled <u>MWF Q&A Webinars</u> will cover accessing Score Reports this week and next week.

- *REMINDER -* Please check your data and score reports and make any necessary changes in the WIDA AMS **by next Friday, April 22**.

- *REMINDER -* On-demand printable score reports are available in 40+ languages from the WIDA AMS.

DYNAMIC LEARNING MAPS (DLM)

- **Data Lockdown Updates**: Should data corrections be necessary *during* the window, all requests must be made by the District Assessment Coordinator through the DLM Helpdesk at 1-855-277-9751. Once you have reached the helpdesk automated answer, press '8' to be directed to data lockdown support staff. Data lockdown changes typically take 5-7 business days with complete/accurate templates
    - Changes can be made through a template that is submitted through a secure file transfer. DLM helpdesk will provide the appropriate template based upon the change necessary.
        - **Please verify that all codes are completed and checked for accuracy.** If you are uncertain of the code, please refer to the [Data Steward Manual](#) or contact [Kristen Burton](#). If there is an error, DLM will notify you of the error and send the file back to you for correction. This will delay the time for upload and testing.
    - ==As noted above,== **when requesting changes for students participating in DLM, please use the secure file transfer portal set-up by the DLM helpdesk. The DLM helpdesk will not be able to process your request if it is sent via unsecured email.**

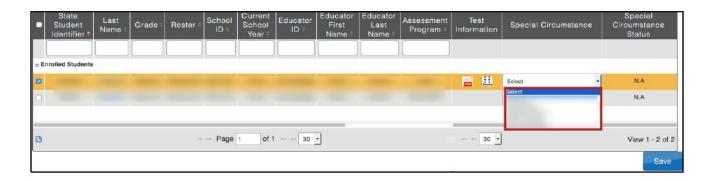- *REMINDER -* **Test Administration Information:**
    - Refer to [Test Administration Manual](#) beginning on p. 126 for information on how to find student test tickets and Testlet Information Pages (TIPS). If you are not able to view student test tickets, **please check to make sure the following four steps have been completed in order to release testlets for students:**
        1) Test administration training must be completed. Test administrators must *open* the certificate in order to register completion of training.
        2) The teacher must have activated their Educator Portal account and they must *accept* the Security Agreement. Open 'My Profile' in educator portal to access your security agreement if uncertain.
        3) The student *must* be rostered to a teacher for each content area in the applicable grade (ELA, Math, Science and/or Social Studies).
        4) The First Contact Survey must be completed and *submitted* for each student taking the DLM.
    - Remember students in grades 4, 8, and 10 must have SS rater forms completed. Teachers may print forms off the [DPI](#) or [DLM website](#), and then enter the derived performance level into the social studies testlet for submission to DLM.
    - Some students may receive field test items in ELA or math. Field test items do not contribute towards students final score.

- *REMINDER-* **Special Circumstance Codes:**
    - DLM will include a function for only the DTC or BTC roles to document a reason for nonparticipation (i.e. parent-opt out, significant medical emergency, recently arrived, etc.) on the DLM assessment.
    - Special Circumstance Codes can only be entered once the test window has opened and a testlet is assigned to the student. DTCs or BTCs should follow procedures in the [Test Administration Manual](#) (p. 126) to locate the student test tickets, select the testlet name

(in blue text) to reach the screen below and then enter the appropriate circumstance code. Once a code has been selected and saved, it CANNOT be changed. All students who do not complete the required assessment will count as 'not tested' for accountability purposes.

PALS

- *REMINDER -* As mentioned previously, PALS has partnered with the CESA Statewide Network to offer Wisconsin school districts the opportunity to renew their PALS contract through CESA Purchasing. More information about this CESA Purchasing-PALS Partnership, including an FAQ and details about incentives and professional development opportunities, can be found at the CESA Purchasing website.

- *REMINDER -* The PALS Spring 2016 administration window for 4K through 2nd grade is scheduled for April 25 - May 20, 2016.

- *REMINDER -* Refer to the Assessment of Reading Readiness, 2016-17 School Year guidance document prepared by DPI regarding the new requirements for assessing students for reading readiness for the 2016-17 school year.

DAC DIGEST DIGESTIBLES (Dates/tasks that are newly added this week are in **bold**)

Important Dates to Remember		
April	11 - 22: ACCESS for ELLs Post-Reporting Data Correction Window	ACCESS
	13-21: Window for technology coordinators to conduct online readiness testing.	Aspire
	15: Deadline for test coordinator to set up online test sessions. Students must have a completed PNP before being placed in an online test session.	Aspire
	20: Tea w/Troy Optional Office Hours Webinar 3:00-4:00	General
	25 - May 20: PALS Spring 2016 administration window for 4K through 2nd grade	PALS
	25 - May 27: ACT Aspire Grades 9-10 Assessment Window	ACT Aspire
May	1: Deadline to order Braille in eDirect	Forward
	20: Deadline to apply for Forward Exam summer educator involvement meetings: Standard Setting and Item Review	Forward

June	3: Deadline for ACT Aspire to receive all completed paper answer documents (Braille, Large Print, and American Sign Language only). Late arriving documents will not be scored.	Aspire
	14-17: DRC Standard Setting meetings	Forward
August	22-25: DRC Item Review meetings	Forward

Important Tasks to Remember		
❏	Plan for April 11-22 ACCESS Post-Reporting Data Correction Period	ACCESS
❏	Review ACT Aspire Portal users to ensure information is accurate and up-to-date	Aspire
❏	Review important ACT Aspire Dates to Remember	Aspire
❏	Notify relevant staff about Standard Setting (June 14-17) and Item Review (August 22 -25) opportunities	Forward
❏	Review 2016-2017 Reading Readiness guidance from DPI	PALS

Website Update Highlights**		
As new resources are posted to our website, we will include them here for your convenience. This is NOT an exhaustive list, but meant to highlight resources with significant relevance to our upcoming test windows.		
Webpage	**Contains**	**Assessment**
Forward Prior to Testing Checklist	Provides final reminders for Forward Exam test preparation.	Forward
eDIRECT User Guide Part 2 - Students and Testing	This guide covers how to add, edit, and manage student information in eDIRECT.	Forward
Educator Involvement Application Forms	Application forms to be considered for participation in June Standard Setting or August Item Review meetings	Forward
Printing Test Tickets in eDirect document	There are multiple ways to print test tickets in eDIRECT. Depending on your needs and your organizational system, you may choose from a variety of options.	Forward
Wisconsin-specific AVOCET	Manuals, trainings, and technology information for Spring testing - NOTE Accessibility User's Guide for Spring 2016 is now available	Aspire
Reminder: Calendar of Training Events	Regularly occurring webinars for schools/districts covering a variety of topics	Aspire
DLM Wisconsin OR DPI DLM	Revised Social Studies Rater Forms are posted for the 15-16 administration. These can be completed at anytime prior to the close of the testing window.	DLM
CESA Purchasing-PALS Partnership Information	Website providing information about the CESA Purchasing-PALS partnership agreement	PALS
10 Things You Need to Know About 2015-16 Accountability	**Overview of 2015-16 Accountability and Report Cards**	**General**